

Hall of Records
Commission

RECORDS FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO. **C-178**

PAGE
NO. **1.**

1. Requesting Agency

HARFORD COUNTY

2. Division or Bureau of Requesting Agency

BOARD OF EDUCATION - Superintendent

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p><u>MINUTES OF PROCEEDINGS OF THE SCHOOL BOARD</u></p> <p>Size: 8" x 16" x 2" Dates: 1865 - - Quantity: 10 volumes File Arrangement: Chronological</p> <p>The minutes of the proceedings of the Harford County School Board give the dates of the meetings, the membership present, a summary of the business transacted, and are signed by the Secretary and the President of the Board.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY: TRANSFER TO THE HALL OF RECORDS ALL VOLUMES PRIOR TO 1930.</p>	
2.	<p><u>GENERAL LEDGER</u></p> <p>Size: 12" x 20" x 2" Dates: 1927 - 1954 Quantity: 9 volumes File Arrangement: Chronological</p> <p>The General Ledger gives the disbursements and receipts by date, and check, warrant, or voucher number under accounts. In 1954, a machine prepared record of final entry was introduced composed of</p>	

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7. Agency, Division or Bureau Representative

Business Manager

3/17/1961

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records/Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

3/28/1961
Date

Maurice S. Duffell
Archivist

3/28/1961
Date

Richard H. Hinkley
Secretary

LIST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE
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2.

4.

Item
No.

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6. Recommendation of Hall of Records and Board of Public Works.

three sections, the Appropriations (Receipts) Ledger (Item 3), the Assessment Ledger Cards (Item 4), and the Teacher's and Board Employees Earnings Record (Item 5), all of which are permanent records.

RECOMMENDATION: RETAIN PERMANENTLY.

3. APPROPRIATIONS (REVENUE) LEDGER

Size: 9½" x 14" cards

Dates: 1954 - -

Quantity: 1 file drawer

File Arrangement: By levy year, then by account number

Audit: Annual outside audit

The Appropriations Ledger is machine prepared from the Receipts Vouchers of many types which accompany payments made to the County Board of Education by Federal, State, county agencies and other sources. The vouchers are first itemized on a prepared form and then posted from that form to the Ledger. The Ledger gives the levy year and the account number, the date of posting, the amount of the collection, adjustments, the collections to date, and the balances and totals to date. This is a record of final entry for revenue received.

RECOMMENDATION: RETAIN PERMANENTLY.

4. ASSESSMENT LEDGER CARDS

Size: 9½" x 14" cards

Dates: 1954 - -

Quantity: ½ file drawer

File Arrangement: By account number, then chronological

Audit: Annual outside audit

The machine prepared Assessment Ledger Cards are a record of disbursements other than payroll and are posted from the Unit Distribution Slips (Schedule No. C-175, Item 4) giving the account number and title, the name of the vendor or reason for the payment, the date and check number, the amount of the expenditure and balance, and total expenditure from the account to date. Each account has a separate card or cards. This record is a final entry for expenditures.

RECOMMENDATION: RETAIN PERMANENTLY.

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APR 5 1961

Andrew Stuckert, Jr.

SECRETARY

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5. TEACHER'S AND BOARD EMPLOYEE'S EARNINGS RECORD

Size: 18" x 24" x 2" volumes and 11½" x 11½" cards

Dates: 1944 - -

Quantity: 3 volumes, 4 file drawers

File Arrangement: Chronological and alphabetical

Audit: Annual outside audit

Prior to 1952 teacher's salaries were posted by school and district number, showing the date, check number, gross salary, deductions, and the net salary. In 1952, a peg-board system was substituted with no additional information. In 1954, posting became entirely mechanized with more complete information and including non-teacher Board employees, whose salaries had been recorded only in the General Ledger prior to 1954, giving the name and address of the payee, social security number, position, the place of employment, gross retirement percentage paid, length of experience in the county, and month and day entries showing payment of salaries with the deductions and net salary. Board employees and teachers are recorded in separate sections of this record.

RECOMMENDATION: RETAIN PERMANENTLY.

6. TEACHERS IN-SERVICE AND OUT-OF-SERVICE CARD FILES

Size: 5" x 8" cards

Dates: 1906 - -

Quantity: 5 card drawers

File Arrangement: Alphabetical by name

This file is maintained in two sections, a current file for in-service teachers and an out-of-service file to which the in-service card is transferred when the teacher is no longer employed by the county. Each card gives the name, address, telephone number, date of birth, year of entering the teaching profession and citizenship status. The face of the card contains space for a complete record of the teacher's education and the reverse side contains space for information on issuance and renewal of teaching certificates, class of certificate, length of service in the county schools and subsequent teaching credits acquired. The information recorded on the cards is taken from the Teacher's Folders (Schedule No. C-175, Item 8). The file will be transferred to 8½" x 11" cards in the near future with space for more detailed information.

RECOMMENDATION: RETAIN PERMANENTLY.

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APR 5 1961

Andrew Steubert, Jr.
SECRETARY

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SCHEDULE FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. 2-178

PAGE NO. 4.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
7.	<p><u>TEACHERS' CERTIFICATES FILE</u></p> <p>Size: 5" x 8" cards Dates: c. 1899 - - Quantity: 5 file drawers (3 inactive) File Arrangement: Alphabetical</p> <p>This file is a record of teachers holding or who have held temporary, emergency, or permanent certificates to teach giving the name of the teacher, the date of birth, the year of beginning teaching, educational background, record of credits received while actively teaching, and space for date of issuance of the certificate and renewals. A certificate is issued to an applicant after evaluation of the Application for a Certificate which is filed with the State Department of Education. A permanent certificate is renewable in three years for a further period of four years and thereafter at six year intervals as long as the teacher acquires six teaching credits for each renewal period. A temporary or emergency certificate is renewable every two years.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
8.	<p><u>HIGH SCHOOL GRADUATES RECORD CARD</u></p> <p>Form No.: 7058 buff Size: 4" x 6" cards Dates: 1923 - 1953 - - Quantity: 3 double card drawers File Arrangement: By name of school, then by year of graduation and alphabetically by name</p> <p>The graduates record card is prepared in duplicate by the high school principal, giving the name of the pupil graduated, the name of the high school, sex, date of birth and birthplace, the name of the parent or guardian and address, the name and address of the elementary school attended, the dates of admission and graduation from high school and class standing in relation to the total number of pupils graduated, the number of days present by year, the subjects taken by year showing the units earned, the number of weeks and the number and length of periods of attendance by subject, the pupil's grades by subject and a summary of combined units earned by subject. The original (white copy) is retained permanently by the school.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
9.	<p><u>BOUNDARIES OF SCHOOL DISTRICTS</u></p> <p>Size: 6" x 15" x 1" Dates: 1892 - c. 1934 Quantity: one volume Annual Accumulation: Discontinued</p>	<p>APPROVED BY BOARD OF PUBLIC WORKS</p> <p>APR 5 1961</p> <p><i>Ludrum Steubert, Jr.</i> SECRETARY</p>

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NOT FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. **2-178**

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This is a record of school districts in Harford County giving a detailed description of the metes and bounds of each district. The volume contains loose papers and tracings which are apparently amendments of districts and clarifications.

RECOMMENDATION: RETAIN PERMANENTLY: TRANSFER TO THE HALL OF RECORDS.

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APR 5 1961
Andrew H. Hackett, Jr.
SECRETARY